

PLEASE call this office prior to mailing in the form and fees in order to verify that a GED Diploma is on file. This will assist in processing your request. Thank you.

VERIFICATION LETTER REQUEST FORM

RETURN TO: Iowa Department of Education
Attn: GED Records Specialist
Bureau of Community Colleges
Grimes State Office Building
Des Moines, IA 50319-0146

515-281-7308 Phone
515-281-6544 Fax

I am requesting a letter of verification be sent to the below listed address that I have satisfactorily completed the comprehensive tests for the determining general educational achievement equivalent to high school graduation, was awarded the Iowa High School Equivalency Diploma by the State of Iowa, Department of Education.

The letter should have my name as presented on my Iowa High School Equivalency Diploma, my Social Security Number, Date of Birth, the Issue Date of Completion, and if necessary, a copy of this request form as an attachment.

Instructions: Please complete this section in order to locate your record.

*Name on Diploma -Lastname, Firstname, Middle

Date Diploma Issued - mm/dd/yy

Diploma #

*Social Security Number - 000-00-0000

*Date of Birth - mm/dd/yy

*Street

*City

*State

*Zip Code

.....
Instructions: Complete this section to include the information to whom the verification letter should be sent by the Iowa Department of Education. (i.e. employer, institution of higher education, military).

*Name

Contact Person's Phone # (if needed)

*Street Address

*Additional Address Information

Contact Person's Fax # (if needed)

*State

*Zip Code

Thank you for your assistance in this matter.

*Authorized Signature

Today's Date

Applicant's Phone #

*** Required Fields**